

Special Requirements for Dispositive Motions

A. Procedures for the Moving Party

Social Security and pro se prisoner cases are exempt from the requirements below. In all other cases, with each motion for summary judgment filed pursuant to Fed.R.Civ.P.56, the moving party shall serve and file:

1. Any affidavits and other materials referred to in Fed.R.Civ.P.56(e);
2. A supporting memorandum of law; and
3. A statement of material facts as to which the moving party contends there is no issue and that entitle the moving party to a judgment as a matter of law, and that also includes:
 - a. A description of the parties, and
 - b. All facts supporting venue and jurisdiction in this Court

The statement referred to in (3) shall be a separate document and consist of short numbered paragraphs, including within each paragraph specific references to the affidavits, parts of the record, and other supporting material relied upon to support the facts set forth in that paragraph. Failure to submit such a statement constitutes grounds for denial of the motion. Absent prior leave of the Court, a movant shall not file more than 30 separately-numbered statements of undisputed material fact.

If additional material facts are submitted by the opposing party, the moving party may submit a concise reply in the form prescribed in that section for a response. All material facts set forth in the statement will be deemed admitted unless controverted by the statement of the opposing party.

B. Procedures for the Opposing Party

Each party opposing a motion filed pursuant to Fed.R.Civ.P.56(e) shall serve and file:

1. Any opposing affidavits and other materials referred to in Fed.R.Civ.P.56(e);
2. A supporting memorandum of law; and
3. As a separate document, a concise response to the movant's statement that shall contain:
 - a. Numbered paragraphs, each corresponding to and stating a concise summary of the paragraph to which it is directed,
 - b. A response to each numbered paragraph in the moving party's statement, including, in the case of any disagreement or denial, specific references to the affidavits, parts of the record, and other supporting materials relied upon, and
 - c. A statement, consisting of short numbered paragraphs, of any additional facts that require the denial of summary judgment, including references to the affidavits, parts of the record, and other supporting materials relied upon. Absent prior leave of Court, a respondent to a summary judgment motion shall not file more than 20 separately-numbered statements of additional facts. All material facts set forth in the statement required of the moving party will be deemed to be admitted unless controverted by the statement of the opposing party.

C. Joint Submission

Upon the filing of the above statement and response, the parties shall integrate the moving party's statement and the non-moving party's response in a single document, JOINTLY SUBMITTED, so that each paragraph contains the moving party's statement and non-moving party's response. If the non-moving party files an additional statement, pursuant to subpart A above, and the moving party files a reply, these statements shall also be jointly submitted in a single document.

For examples of the Statement of Facts and Joint Statement, refer to [Judge Cohn's Practice Guidelines](#).

D. Other Motions

Although these requirements are for motions for summary judgment, counsel are encouraged to follow them to the fullest extent possible for other motions.